

School Elections And Budget Procedure Calendar

Type I Districts | Deadlines and Citations

On or About February 26

State Aid Notices to be Released

(Within 2 days of the Governor's budget message)

The commissioner will release state aid notices for the 2004-05 school year within two days of the Governor's budget message.

N.J.S.A. 18A:7F-5

The Governor shall formulate his budget recommendations which shall be presented to the Legislature as a budget message on or before the fourth Tuesday in February in each year.

N.J.S.A. 52:27B-20

March 11

Adoption and Filing of Budget *

(Changed pursuant to S-2834)

Districts must prepare an itemized budget and submit the budget to the county superintendent of schools.

N.J.S.A. 18A:7F-5, N.J.S.A. 18A:7F-6

March 22

Notice of Public Hearing

(4 days prior to earliest public hearing)

Last day to advertise for earliest public hearing. The board of education shall cause notice of such public hearing and the statement annexed to the budget to be published at least once in at least one newspaper published in the district and if no newspaper is published therein, then in at least one newspaper circulating in said district not less than four days prior to the date fixed for such public hearing.

N.J.S.A. 18A:22-10, N.J.S.A. 18A:22-11, N.J.S.A. 18A:22-12

March 26

Budget Approval by County Superintendents*

(Changed pursuant to S-2834)

Last day for county superintendents to approve the budget statement to be advertised.

N.J.S.A. 18A:6-62

March 26

Delivery of Budget to Board of School Estimate*

(Changed pursuant to S-2834)

Last day for Type I boards of education to finalize and deliver the itemized budget to each member of the board of school estimate.

N.J.S.A. 18A:22-7

March 26

Earliest Date for Public Hearing

(March 22nd each year)

Earliest date for public hearing on budget by board of school estimate in Type I districts. Public hearing may not be held until the county superintendent of schools has approved the budget and the budget and meeting date have been posted and advertised in at least one newspaper.

N.J.S.A. 18A:22-10

**Changed pursuant to S-2834*

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March 26

Notice of Public Hearing

(4 days prior to public hearing)

Last day to advertise for a public hearing on the budget.

N.J.S.A. 18A:22-11, N.J.S.A. 18A:22-12

March 30

Last Day for Public Hearing*

(Changed pursuant to S-2834)

Last day to hold public hearing.

N.J.S.A. 18A:22-10

April 8

Deadline for Board of School Estimate to Adopt and Certify Budget

(April 8th each year)

Last day for board of school estimate in Type I districts to adopt budget, and certify to the board of education and governing body the amount of local funds to be appropriated for use of the public schools.

N.J.S.A. 18A:22-14

April 8

Delivery of Budget Statement Certification to County Superintendent of Schools

(April 8th each year)

Last day to provide budget statement certification to county superintendent of schools.

April 8

Application for Restoration; Automatic Review – Comments by Board of Education

Within 10 days after certification of the general fund tax levy by the board of school estimate, a district board of education eligible for restoration of budget reductions pursuant to N.J.A.C. 6A:23-8.10(f)1 or 2 may submit to the Commissioner an application for such restoration. If the governing body certifies a lower amount in accordance with 18A:22-17, the application may be amended to address additional reductions. The application must be submitted to the appropriate county superintendent, and a copy of the complete application must concurrently be provided to the board of school estimate.

N.J.A.C. 6A:23-8.10(i)(3)

Within 10 days of delivery to the district board of education and the county superintendent, pursuant to N.J.A.C. 6A:23-8.10(a) or (b), of a budget below the minimum T&E budget (subject to automatic review), a district board of education may submit to the county superintendent any comments it may wish to make in response to the demonstration provided at the time of certification by the board of school estimate, that the specific reductions made will not adversely affect the ability of the district to provide a thorough and efficient education or the stability of the district given the need for long term planning and budgeting.

April 8

Application for Restoration – Comments by Board of School Estimate

Within 10 days of receipt of the district board of education's application, the board of school estimate may submit to the county superintendent any comments it may wish to make on the board's application.

A copy of such comments must be concurrently provided to the board of education.

N.J.A.C. 6A:23-8.10(f)(5)

**Changed pursuant to S-2834*

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April 30

Non-tenured Teaching Staff; Observation and Evaluation

(April 30th each year)

Each nontenured teaching staff member employed must be observed and evaluated before this date each year.

N.J.S.A. 18A:27-3.1

May 15

Non-tenured Teaching Staff; Offer of Employment or Notice of Termination

(May 15th each year)

Last day for each board of education in the state to give to each nontenured teaching staff member either a contract of employment or written notice if employment will not be offered.

N.J.S.A. 18A:27-10

May 16

First Regular Meeting of School Board

(May 16th each year)

Each board of education in a Type I district shall organize annually at a regular meeting held not later than 8:00 p.m. If the organization meeting cannot take place on that day by reason of lack of a quorum or for any other reason, the meeting shall be held within three days thereafter.

N.J.S.A. 18A:10-3